



State of Louisiana
DIVISION OF ADMINISTRATION

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OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

June 29, 2000

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-85

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Report of Aged Outstanding Payroll Checks

Due to the new HR system being implemented in January 2001, we are requiring agencies to clear outstanding checks on a more frequent basis. Attached is the BL1537-01 report, Aged Outstanding Checks by P/R Reporting Number, for period ending September 8, 2000. This future date was used to capture outstanding checks through the 6/2/2000 payday that have not paid as of 6/14/00. This report lists the outstanding payroll, supplemental, and service checks issued for your agency. Please refer to the OSUP Standard Accounting Procedures Manual, Section 1.07 for processing instructions.

By **September 1, 2000**, each agency must:

1. Clear as many of these outstanding checks as possible. **DO NOT rework checks handled on previous reports and DO NOT work any checks dated 7/1/98 - 6/30/99 (these checks will be turned over as abandoned property)**. It should be noted that the Department of Revenue is not required to publish notice of any items which are less than \$50, and agencies are **NOT REQUIRED** to clear these checks.
2. Report to the Office of State Uniform Payroll the status of each outstanding check by notation on the attached report.

When sending your report to the Office of State Uniform Payroll, make certain that the attached letter of certification (UPR/F31) is signed by your department head and included. Prior to forwarding the BL1537-01 report to OSUP, make a copy for your records. **Do NOT forward to OSUP aged checks issued to employees who are unable to be located. Any checks issued to employees who are not due the money should be voided per instructions in OSUP Standard Accounting Procedures Manual, Section 2.01.**

For additional information, please contact Angel Vernon at (225) 342-0717. Your cooperation is appreciated.

RSM:ACV:kmb

Attachments